

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Environmental Planner	OFFICE/BRANCH/SECTION 10/Maintenance and Operations/MPS	
WORKING TITLE Coordinator/Generalist	POSITION NUMBER 910-168-4640-XXX	EFFECTIVE DATE

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the supervision of a Senior Environmental Planner, in support of District Maintenance, Minor B, Emergency projects and Encroachment Permit programs, the incumbent will assist in field reviewing projects and preparing environmental documents in compliance with applicable Federal and State laws and regulations and departmental policy. The incumbent will also assist in reviewing environmental documents prepared by others to ensure compliance with environmental laws and regulations, in support of District Local Assistance and Planning programs. The incumbent will be responsible for the preparation of environmental documents for Local Agency projects. The incumbent will be required to work in the field and in an office setting to carry out the above responsibilities.

This is the entry-level into environmental analysis, and the incumbent is expected to plan and carry out the details of the less difficult and more routine environmental processes. A valid California drivers license is required.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
40% E	Review and comment on local agency environmental documents, General Plans and Specific Plans to ensure impacts to the State highway system are fully addressed, with specific focus on the environmental issues involved (Intergovernmental Review, Transportation Corridor Concept Report and other Planning projects).
30% E	Compile information from various technical reports and prepare clear and concise written environmental documents (CEQA/NEPA) for various types of maintenance, emergency and Minor B projects. Coordinating the schedules of various individuals to set up field reviews, and work with other environmental staff to ensure the timely completion of the environmental document. Field reviews may be conducted in mountainous or flat terrain and in inclement weather conditions.
10% E	Review encroachment permit applications to ensure compliance with applicable State laws and departmental policies.
10% E	Review and comment on local agency environmental documents, General Plans and Specific Plans to ensure impacts to the State highway system are fully addressed, with specific focus on the environmental issues involved (Intergovernmental Review, Transportation Corridor Concept Report and other Planning projects).
5% M	Assist local agencies and district staff in resolving environmental issues, including the development and presentation of environmental training upon request.
5% M	Maintain the update environmental document files using the Uniform Filing System. Update project related databases and tracking sheets. Ensure compliance with NEPA delegation MOU.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

The Environmental Planner may provide guidance and direction to student assistants working with the unit.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent should have knowledge of environmental laws and regulations, and the associated process required in developing transportation projects. Within a short period of time, this will include understanding the similarities and differences between State and Federal environmental laws such as CEQA and NEPA, and how that relates to the preparation and review of the various types of environmental documents. The incumbent will develop a

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

good understanding of the organization and working relationships of the department, as well as that of the federal and local agencies we deal with. The incumbent must have the ability to drive a motor vehicle safely (possess a valid driver's license), or be able to coordinate transportation needs with those that do.

The incumbent must have the ability to compile, analyze, and summarize technical environmental data and reports for inclusion into the environmental document as appropriate. This will include interviewing appropriate sources and other methods of data collection, and preparing written reports that meet departmental professional standards. The incumbent must also have the ability to establish and maintain cooperative relationships with state, federal, and local agencies, as well as other units within the department. The incumbent must have the ability to communicate effectively, both orally and in writing.

The work of the Environmental Planner involves planning, follow through and resolution of environmental concerns, creativity and originality in responding to new issues and requirements. The breadth of issues encompassed and the variety of work performed is unlimited. The incumbent must be practical in nature and keep current with the latest changes in environmental compliance requirements. Ability to use a computer and associated software (Word, ARCGIS, Lotus Notes, Excel, Filemaker Pro, Access) is critical to the success of the environmental planner.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

With occasional guidance from a leadworker, the incumbent will make decisions relative to the collection and analysis of data and report content, including making recommendations to others regarding scope of studies and level of detail required to comply with various Federal and State environmental laws and regulations.

PUBLIC AND INTERNAL CONTACTS

The Environmental Planner has numerous contacts with individuals within and outside of government agencies. These contacts are a result of consulting with outside experts, responding to environmental complaints, providing guidance to city and county engineering and planning agencies regarding environmental compliance, and coordinating with other members of the multidisciplinary team contributing to environmental studies.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent is expected to keep current in respect to changes in environmental laws and procedures, dress appropriately for the tasks being completed, and be flexible in dealing with changing work environment; the latter would include working outside in inclement weather, traversing mountainous terrain, working before or after normal office hours, and sitting in an office for extended periods of time.

The incumbent may be required to work under stressful situations, and be able to respond appropriately to irate individuals both in the field and in the office settings. The incumbent is expected to use good judgment and tact, be logical, and use effective negotiating skills. The incumbent is expected to be prompt when reporting to work, and treat others with fairness, honesty, and respect.

WORK ENVIRONMENT

Employee will be required to work in both the field and office setting. While in the office the employee will work in a climate controlled office under artificial light. While in the field terrain will vary from flat to mountainous and weather that varies everyday.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE